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Office Memorandum • UNITED STATES GOVERNMENT

TO : Deputy Director (Administration)

DATE: 3 March 1952

FROM : Chief, Administrative Service

SUBJECT: Staff Study Concerning Additional Personnel Requirements for Administrative Service

1. PROBLEM.--Additional personnel requirements for Administrative Service.

25X1A 2. ASSUMPTIONS.--The agency will continue to grow in the Departmental Area to an approximate strength of [REDACTED] employees and problems overseas will continue to arise requiring support by Administrative Service.

3. FACTS BEARING ON THE PROBLEM.--

a. The following is a resume of the present and proposed Tables of Organization for Administrative Service:

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PresentProposed

Net
Increase

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b. Administrative Service cannot adequately support a Departmental strength of [REDACTED] with the same number of employees as are required to support [REDACTED] departmental employees (as of 1 February 1952). The difference represents a growth of [REDACTED] or approximately [REDACTED]

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c. The personnel requirements of several of the activities of Administrative Service (i.e. Printing and Reproduction and Real Estate and Construction Divisions) cannot be estimated on a proportionate basis according to total agency strength. (See Appendices IV and II)

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d. Certain of the activities of Administrative Service (i.e. IBM Machine Records and Records Management Branches) will definitely represent savings in personnel costs in other activities, savings in equipment costs, and substantial improvement in administrative management of the agency. (See Appendices VI and VII)

e. The overtime of activities of personnel of Administrative Service for the period 14 October 1951 to 2 February 1952 is as follows; with averages per pay period as indicated. This seriously affects the morale, physical health, and efficiency of employees.

<u>ACTIVITY</u>	<u>OVERTIME FOR PERIOD 14/10/51 to 2/2/52 (Hrs.)</u>	<u>AVERAGE OVER- TIME PER PAY PERIOD (Hrs.)</u>	<u>EQUIVALENT MAN YEARS</u>
Office of the Chief	249	31	.4
Real Estate and Construction Division	240	30	.4
Transportation Division	16,265	2,033	25.4
Printing and Reproduction Division	10,642	1,330	16.6
Building Maintenance and Utilities Division	1,311	163	2.0
Machine Records Branch	2,362	295	3.6
Records Management and Distribution Branch	4,115	514	6.4

f. If improved support and faster service is required in the agency, more personnel are required to provide it.

g. The time has arrived when additional work load or new projects cannot be undertaken by Printing and Reproduction without additional personnel. (See Appendix IV)

h. The rate of attrition in Administrative Service for couriers, chauffeurs, telephone operators and other low salaried personnel is high, requiring a greater personnel authorization for recruitment purposes. During a twelve month period from 1 January 1951 to 31 December 1951 Administrative Service lost [] employees by resignation, [] by transfers within CIA and 8 by military furlough and leave without pay; [] pending actions for prospective employees were cancelled due to I&S and medical disapprovals or declinations, thus making a total loss of []

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4. DISCUSSION.--See Appendices I through VIII.

5. CONCLUSION.--That without relief the various activities of Administrative Service will be affected in the following manner:

- a. Office of the Chief -- Inadequate supervision from the standpoint of improvement of internal procedures and development of new administrative programs leading to better internal management.
- b. Real Estate and Construction -- The development of a well supervised real estate program will have to be curtailed and personnel required for support of domestic and overseas construction will not be available for support beyond personnel authorization. (See Appendix II)
- c. Transportation -- Inadequate motor pool service and maintenance of vehicles. Shipping Branch and trucking operation will be unable to keep pace with the Procurement Office in connection with overseas shipments.
- d. Printing and Reproduction-- Inability to take on additional workloads or new projects. (Note: Personnel pending for existing vacancies will do little more than partially reduce existing overtime.)
- e. Building Maintenance & Utilities -- Proper coverage of CIA buildings for better maintenance will be difficult. Inadequate telephone service and continuing complaints from operator personnel will exist.
- f. Machine Records -- New projects beyond those already undertaken will be impossible.
- g. Records Management -- Slow, inadequate development of agency records program will result in unnecessary expenditure of funds for filing equipment and high costs for filing personnel.
- h. Mail Distribution -- Inability to keep pace with demands for faster and special courier and messenger service.

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6. ACTION RECOMMENDED.--

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a. Approval of [REDACTED] positions for Administrative Service.

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b. Recruitment authorization of [REDACTED] positions in excess of authorized on duty strength to take care of attrition. (See Paragraph 3h.)

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[REDACTED]
Chief, Administrative Service

ANNEXES: (8)

APPENDIX I - Office of the Chief
" II - Real Estate and Construction Division
" III - Transportation Division
" IV - Printing and Reproduction Division
" V - Building Maintenance & Utilities Division
" VI - Machine Records Division
" VII - Records Management & Distribution Division
" VIII - Administrative Service Personnel Status Report
as of 1 March 1952

CONCURRENCES:

_____ Chief, General Services	_____ Date	_____ Acting Personnel Director	_____ Date
_____ Comptroller	_____ Date		

ACTION BY APPROVING AUTHORITY:

Date

Approved (disapproved), exceptions, if any.

Deputy Director

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